

MANUAL BID POSTING - CLERK CRAFT

Clerk Posting #2018-03 CK

Opens: April 20, 2018

Closes: April 30, 2018 @ midnight

Position #	Position Title	Pay Location	Comments	Qualifications	Level	Hours of Duty	Schedule Days Off	Previously Held By
713668333	Lead Mail Processing Clerk	117	BASE OPERATION #918. PRIMARY DUTIES: AUTOMATION. OTHER DUTIES AS ASSIGNED BY MGMT. WILL BE REQUIRED TO PERFORM DUTIES AS DESCRIBED IN STANDARD POSITION DESCRIPTION/QUALIFICATION STANDARD FOR LEAD MAIL PROCESSING CLERK. SENIOR QUALIFIED.		7	2230-0700	Tue/Wed	A. Wadley
95162842	General Expeditor	121	BASE OPERATION #231. PRIMARY DUTIES: DOCK EXPEDITOR. OTHER DUTIES AS ASSIGNED BY MGMT.		7	0100-0930	Sat/Sun	E. Ashton
71279138	Lead Mail Processing Clerk	217	BASE OPERATION #893. PRIMARY DUTIES: AUTOMATION. OTHER DUTIES AS ASSIGNED BY MGMT. WILL BE REQUIRED TO PERFORM DUTIES AS DESCRIBED IN STANDARD POSITION/QUALIFICATION STANDARD FOR LEAD MAIL PROCESSING CLERK.		7	0900-1730	Sat/Sun	J. Payne
71278932	Mail Processing Clerk	317	BASE OPERATION #918. PRIMARY DUTIES: AUTOMATION. OTHER DUTIES AS ASSIGNED BY MGMT.		6	1430-2300	Mon/Tue	B. Carter
713668342	Mail Processing Clerk	317	BASE OPERATION #918. PRIMARY DUTIES: AUTOMATION. OTHER DUTIES AS ASSIGNED BY MGMT.		6	1430-2300	Wed/Thu	J. Mendez
71274367	Mail Processing Clerk	317	BASE OPERATION 893. PRIMARY DUTIES: AUTOMATION. OTHER DUTIES AS ASSIGNED BY MGMT.		6	1430-2300	Wed/Thu	D. Woods
70299988	Parcel Post Dist-Machine Oper	332	BASE OPERATION #437. KEY OUTGOING/INCOMING ON SPBS. OTHER DUTIES AS ASSIGNED BY MGMT.	SPBS Dexterity SPBS Application	6	1105-1935	Tue/Wed	K. Hendricks

Chattanooga P&DC Clerk Craft

Internal Vacancy Posting #2018-03 CK

Posting Date: 04/20/2018 - 04/30/2018

Instructions for bidding:

The jobs posted are restricted to FT, NTFT and FNTFT career employees in the Clerk Craft only.

This is a local posting, therefore during this bid cycle only manual bids will be accepted. These positions will not appear in eJob Bidding on LiteBlue!

If you choose to bid, the bid cards are available at the bid box located in the employee breakroom near the kiosks.

You need to write the job number of every job that you wish to bid, numbered and ranked in order of preference.

Employees must include name, EIN, signature and date on bid card.

Bidding will close on Monday, April 4/30/18, 2018 @ midnight

You may email your bid card to:

Donna Brumlow - donna.a.brumlow@usps.gov

Lori Kletschka - lori.a.kletschka@usps.gov

You may fax your bid card to:

423-499-8244 or 423-899-9565

All bid cards must be in the bid box by midnight, after that time bids will not be accepted.

Only Full Time, Non-Traditional Full Time and Flexible Non-Traditional Full time clerk craft employees are eligible to bid.